



Sharing, Downloading & Installing Forms for Sets

HOW TO

DOWNLOAD THE FORMS

AVOID “PROTECTED VIEWS” & SECURITY ISSUES

CHOOSE PROPER STORAGE LOCATIONS FOR SETS

ELIMINATE ERRORS WHILE SAVING TIME AND STRESS

SIMPLY

1. ENABLE **the secure zip folder**
2. SELECT **your storage location**

The zip folder

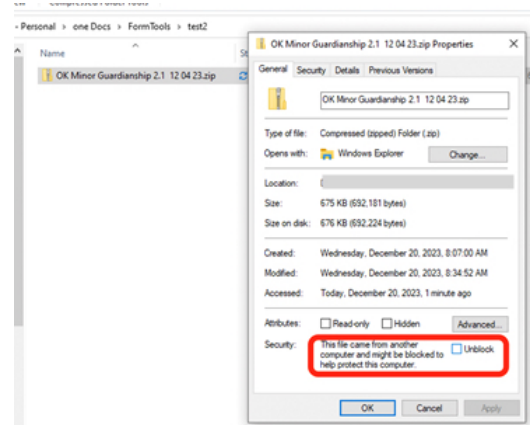
To preserve their integrity, we ship forms with special precautions to prevent against corruption in transit, including using password protected zip folders. We recommend you do the same. Upon receipt, please carefully follow these instructions.

Move the zip folder to your Desktop.

Right click the zip folder.

Select Properties.

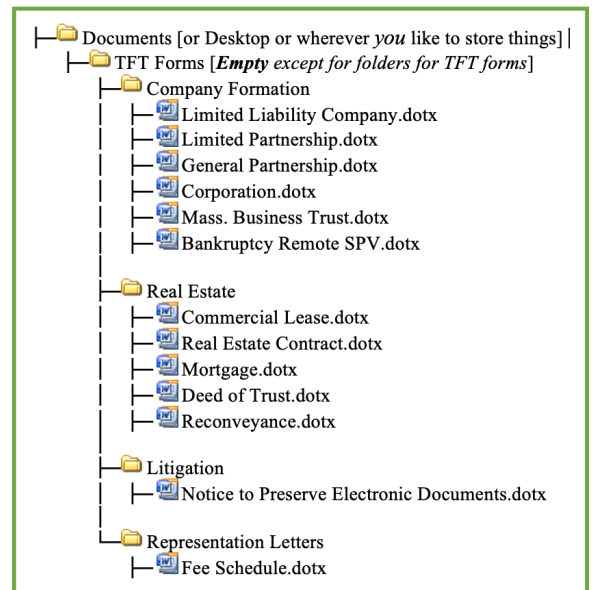
Click Unblock to prevent Microsoft's "Protected View" warning banner.



Choose where to save your forms

We strongly recommend you:

1. Create a completely empty sub-folder named TFT Forms wherever you like, whether on the local machine, server, virtual server, or cloud.
2. In that new folder, create one or more sub-folders named suitably for your use.
3. Extract the files from the zip folder into the correct sub-folder you just created.



In any case these are critical standards:

- 1) Only forms are allowed in a forms folder, **and**
- 2) An empty folder should be created immediately above the folders that will hold the forms used in our programs.